

**New Jersey Department of Environmental Protection  
Division of Solid & Hazardous Waste**

**Certificate of Public Convenience and Necessity (CPCN) Annual Report for Solid Waste  
Collectors/Transporters and Brokers**

**Question:** Where and how do I begin completing the report?

**Answer:** First you must make sure you've installed Adobe Acrobat Reader (Version XI or higher). Once you've installed Adobe Reader on your computer, you will then be able to download and complete the report.

Begin by opening a web browser (Google Chrome, Internet Explorer, etc.) and go to <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>. Look for the link entitled 2019 Annual Utility Report for Solid Waste Collectors / Transporters and Brokers and click on it (the report should open automatically in Adobe Reader).

Once the report is open in Adobe Reader, you must save it to a location on your computer. You may save the file by clicking File > Save As. Once you've saved the file, find the location where you've saved it to, and open it – the report should open in Adobe Reader and you'll be able to begin completing it.

**Question:** How do I enter text into the report?

**Answer:** Text can be entered into any section that has a blue highlighted box. The first place to enter text is on the top right-hand corner of page 2 where you must enter your CPCN SW Number.

**Question:** What is my CPCN SW Number and how do I find it?

**Answer:** Your CPCN SW number is a 4-digit number anywhere from 0000 to 3500 that was assigned to your company when it was issued a Certificate of Public Convenience and Necessity. Please refer to your Certificate or the order that was issued with it to determine your CPCN SW number. If you cannot locate a copy of your Certificate, you may contact the Economic Regulation Unit at (609) 984-4250 or [swutility@dep.nj.gov](mailto:swutility@dep.nj.gov) for assistance.

**Question:** Are there instructions for completing the report?

**Answer:** Yes, instructions are provided at the same website that contains the report: <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>. Please follow the instructions as provided to ensure that the report is completed and submitted correctly.

**Question:** I need to add more information than space provided. What do I do?

**Answer:** Those pages in which more space is anticipated to be necessary include a button entitled "Duplicate This Page". Please click on that button to create a duplicate page in which you may continue to enter information for that section of the report. Note, the duplicated page no longer appends to the end of the report; it should now appear as the very next page.

**Question:** How can I confirm that I've attached files to the report?

**Answer:** When you attach a file, a message will now be displayed stating that the attachment was successfully attached. You can also double check by opening the attachments panel. To open this panel, choose View > Show/Hide > Navigation Panes > Attachments.

**Question:** Has anything new been added to the report for 2019?

**Answer:** No, just the same as the previous 2018 Annual Utility Report for Collectors/Brokers that contains a new subcontracting line on page 22 that will auto populate you revenue that you reported from your subcontracting information on page 9 of the report. Please see the following Q/A's for more info on how to complete Page 9.

Also, before the "Verification and Oath" on page 31 of the report, you will be prompted to save the report with a new file name. This is to help prevent companies who may have missed information or did not fill out the report properly from having to do the entire report over again.

**Question:** My company occasionally subcontracts work to another solid waste hauler. Do I have to report the revenue that I received from the customer even if I don't take the waste to a disposal facility?

**Answer:** Yes, any money that your company received from a customer for solid waste services in the State of New Jersey that you subcontracted to another hauler must be reported on page 9. Please be aware that the amount you report as received from the customer will automatically be included on the Other Sources of Revenue on page 21. You must also report the amount of money you paid the subcontractor (hauler) to perform the job.

**Question:** My company occasionally acts as a subcontractor for another solid waste hauler. Do I have to report the revenue that I was paid for the subcontracted work?

**Answer:** Yes, any money that your company received to perform subcontracted solid waste services in the State of New Jersey must be reported on page 9. Please be aware that the waste picked up and corresponding gross revenue MUST ALSO be reported on the disposal section of the report on page 20.

**Question:** I can't enter numbers for "2019 Collector Gross Revenue" on page 22. What's wrong?

**Answer:** The PDF file is constructed to automatically enter the numbers on page 22 from the amounts that you provide in the "Gross Revenue" column on page 20 (Disposal Information) and page 21 (Other Sources of Gross Operating Revenue). On the bottom of page 22, please click the "Calculate Totals" button to sum up all of the numbers entered on page 20 and 21. Note, make sure to click the "Calculate Totals" button on any duplicates of pages 20 and/or 21 as well.

**Question:** How do I electronically sign the report?

**Answer:** Please read carefully and follow the steps in Section 2E of the instructions document. Please do not attempt to sign the report using any other type of software (including Adobe sign & fill). Do not sign the Oath (Signature of Owner or Officer) until you are with a commissioned notary public.

**Question:** How do I get the report electronically notarized?

**Answer:** Please read carefully and follow the steps in Section 2E of the instructions document. Please do not attempt to sign the report using any other type of software (including Adobe sign & fill).

**Question:** I'm not sure what is meant by electronic notarization, can you explain further?

**Answer:** The required electronic notarization in the annual report is essentially the act of a notary public using a digital signature instead of a raised stamp. Since the report cannot be scanned or printed, the notary stamp must be affixed electronically which is done by following the steps in Section 3 of the instructions document.

Please note that you should not seek out an "e-notary" licensed individual to complete the notary section. Any notary public (including any attorney licensed to practice law in the State of NJ) can notarize the report electronically.

**Question:** I was told that electronic notarization is not legal in New Jersey, can you clarify?

**Answer:** The State of New Jersey allows an electronic signature of a person authorized to perform notary services for a record that is made under oath (N.J.S.A. 12A:12-11). Since the Annual Report includes an oath to be made by the "Proprietor, Partner, President or other principal officer of the utility", this report does qualify for the use of an electronic notarization. In addition, the Department has confirmed with the NJ Department of Treasury that the use of an electronic notarization is proper in this circumstance so long as the notary is physically present with the officer of the utility.

**Question:** I'm having trouble finding a notary to sign electronically, can you recommend anyone?

**Answer:** The Department recommends the use of any attorney, municipal/county clerk, or accountant as the best options for notaries in this circumstance. We have found that most banking institutions are less inclined to sign an electronic form as they are concerned about receiving corrupt files or allowing outsiders to use their computers.

The Division of Solid and Hazardous Waste has their own notary publics who are available to assist with the completion and notarization of the report. Please contact the Economic Regulation Unit at (609) 984-4250 or [swutility@dep.nj.gov](mailto:swutility@dep.nj.gov) to schedule an appointment at DEP Headquarters in Trenton during regular business hours.

**Question:** How can I bring/send the annual report to my notary?

**Answer:** When you're ready to sign and notarize the report, please complete the report up to page 31 and wait to affix any signatures until you are with the notary public. You must sign the report in the presence of the notary public who will then notarize in your presence as well. The Department recommends using a flash/thumb drive to bring the report to your notary. Or you can e-mail the report to the notary as well.

**Question:** Does the DEP offer notary services?

**Answer:** Yes, the DEP has commissioned notaries public on staff who may assist you with the notarization process. Staff will work with you to provide this notary assistance.

The DEP may offer notary assistance at Departmental headquarters in Trenton. Please contact Guy Fasanella at (609) 984-4250 or by e-mail at [guy.fasanella@dep.nj.gov](mailto:guy.fasanella@dep.nj.gov) to schedule an appointment.

**Question:** If I have further questions whom may I contact?

**Answer:** The Economic Regulation Unit is available to answer any inquiries you may have on state working days from 8AM-5PM by dialing (609) 984-4250. Or you may e-mail the Unit anytime at [swutility@dep.nj.gov](mailto:swutility@dep.nj.gov).